

# MyTimetable: Timetables for staff

## Link to MyTimetable

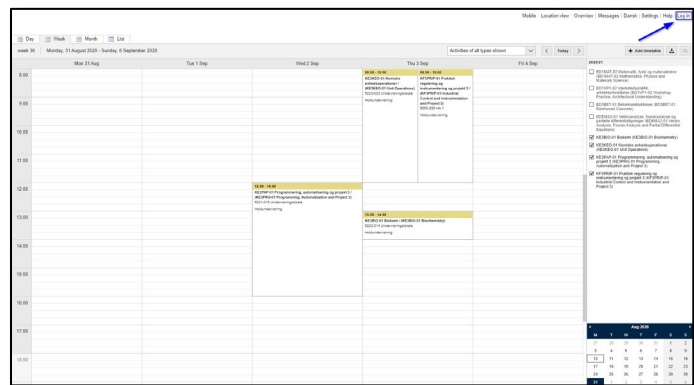
- PC: <https://timetable.au.dk/>
- Mobile: <https://timetable.au.dk/m>  
(Go here for help using the mobile browser: <https://timetable.au.dk/help#mobile-browser>)

## In this document, you will find a guide to

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## Login

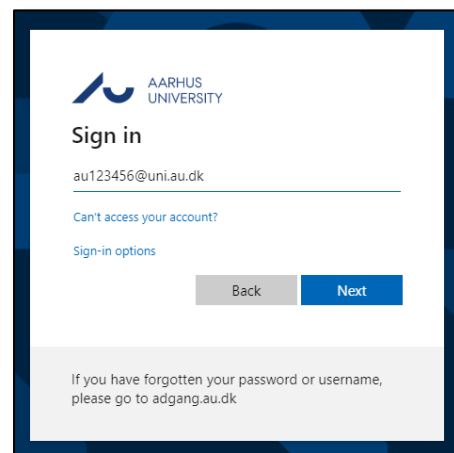
- Go to <https://timetable.au.dk/> and select "Log in" in the top menu.



- Log in using your Microsoft-login (AUID-username, [AUxxxxxx@uni.au.dk](mailto:AUxxxxxx@uni.au.dk), and password).

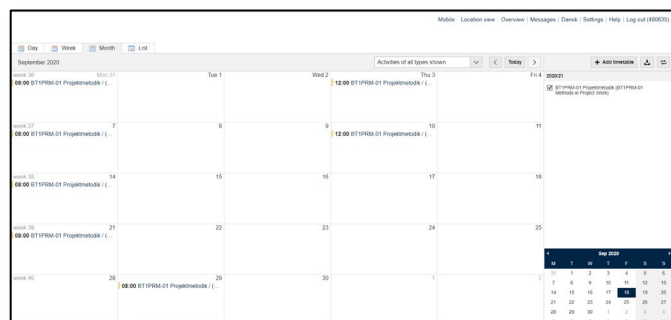
### NOTE:

- It is possible to view timetables for modules and rooms without logging in. However, your selections will not be saved and you also will not see your personal timetable.

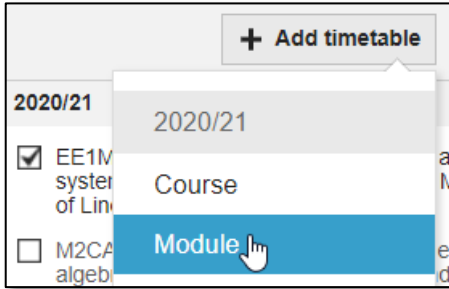
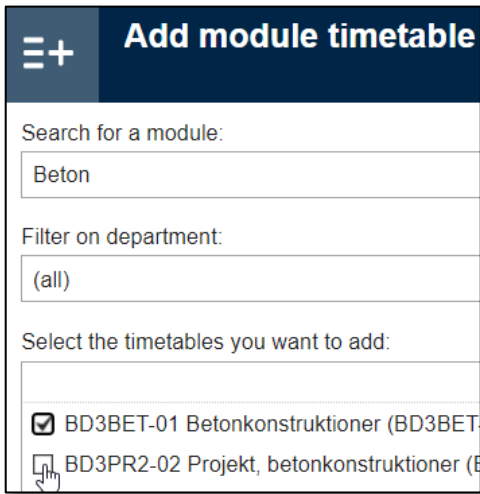
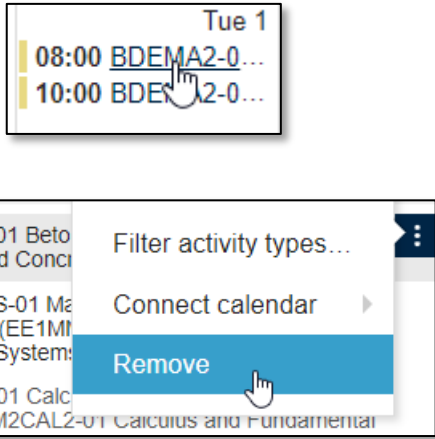


## Viewing your personal timetable

- Log in as described above.
- When you are logged in, you will see timetables for the activities you have been attached to as staff or instructor in the planning system. On the right you can see a list of relevant courses.
- Use the guide below if you wish to view timetables for other modules.



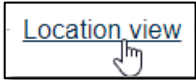
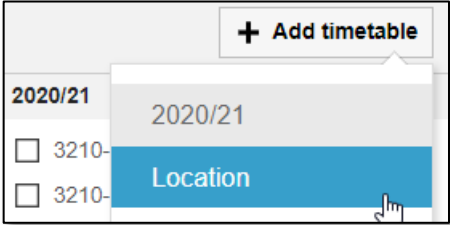
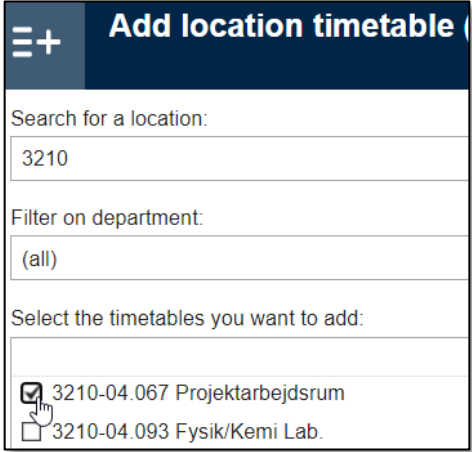

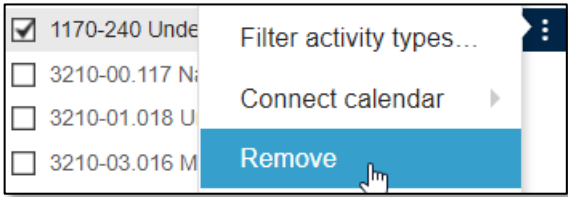
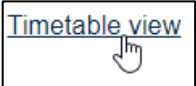
## Viewing timetables for modules

<ul style="list-style-type: none"> <li>Click 'Add timetable' and select 'Module'.</li> </ul>	
<ul style="list-style-type: none"> <li>In the popup window, you can search for the module name at the top and/or the module code (UVA).</li> <li>Please do not change the 'Filter on department'.</li> <li>Pick the relevant module(s) from the search results.</li> <li>Click 'Add timetables' and then click 'Close'.</li> </ul>	
<ul style="list-style-type: none"> <li>Click an element to view additional information.</li> <li>Timetables are shown for all modules with a checkmark.</li> <li>If you want to remove a module you added yourself, you can click the three dots next to the module and then select 'Remove'.</li> </ul>	

### Viewing timetables for a Course:

- You can also search for courses via 'Add timetable > Course'. Please note that this method may be inaccurate – so make sure that all relevant modules are shown below the chosen 'Course'.

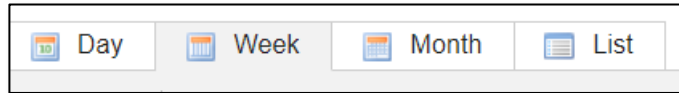
## Viewing timetables for rooms

<ul style="list-style-type: none"> <li>Switch to 'Location view' in the top menu.</li> </ul>	
<ul style="list-style-type: none"> <li>Click 'Add timetable' and select 'Location'.</li> </ul>	
<ul style="list-style-type: none"> <li>In the popup window you may search for room number or building number.</li> <li>Please do not change 'Filter on department'.</li> <li>Select the relevant rooms from the search results.</li> <li>Click 'Add timetables' and then click 'Close'.</li> </ul>	
<ul style="list-style-type: none"> <li>Click an element to view additional information.</li> </ul>	
<ul style="list-style-type: none"> <li>The timetable shows the rooms with a checkmark.</li> <li>If you want to remove a room, you can click the three dots next to the module and then select 'Remove'.</li> </ul>	
<ul style="list-style-type: none"> <li>Switch back to the regular view by clicking 'Timetable view' in the top menu.</li> </ul>	

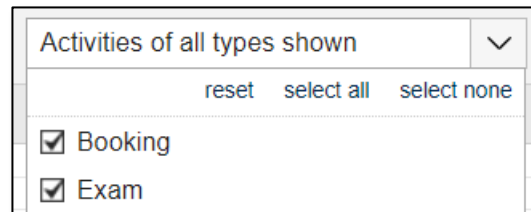
## Navigation and customization of views

You may...

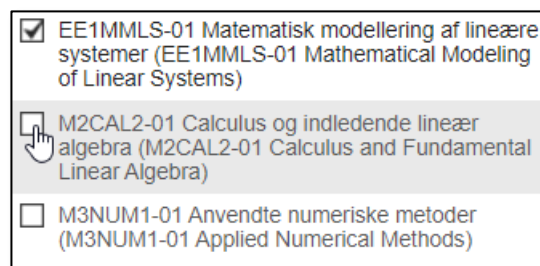
- Select your preferred view among Day, Week, Month and List.



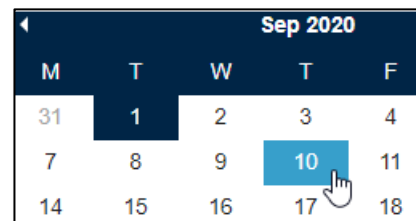
- Filter the types of activities that are presented in the timetable (the type of activity is from the Course Catalog).



- Filter which modules are shown in the timetable.



- Go to a specific date.



- View the timetable for the current day.

